



*Student & Staff*  
*Health and Wellness Protocols*  
*2020 - 2021*



***WE ARE IN THIS TOGETHER!***

# Galena Park ISD

## *Health & Wellness Protocols*

**2020-2021**

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The purpose of this manual is to provide information and guidance regarding the health and wellness of students, staff and the community in GPISD. The items included outline the policies, practices and strategies that GPISD must implement and recommendations that should be considered to optimize education and promote health and safety, while mitigating risk throughout the school year. All information is subject to change as events of the pandemic evolve.

## Statement of Commitment

Galena Park ISD is committed to:

- providing a healthy and safe learning environment for all students, staff and the community during the COVID-19 pandemic
- working together to provide quality care and guidance to students, staff and parents on all health issues
- helping to reduce the transmission and spread of COVID-19 while balancing the need to maintain a strong education system that effectively supports staff, students and communities
- collaborating with the Center for Disease Control (CDC), Texas Education Agency (TEA), Harris County Public Health (HCPH) and GPIISD staff to support students, staff and the community

## Student Health Protocols

- All parents are responsible for ensuring that a daily self-screening of each student occurs prior to entering a GPIISD facility or boarding school transportation.
- All students will be instructed on methods to protect themselves and others from COVID-19 at school.
- All students should practice appropriate social distancing and good hygiene.
- All students will be trained on proper handwashing techniques and should participate in scheduled handwashing times throughout the day.
- All students in grades 1<sup>st</sup> – 12<sup>th</sup> will be required to wear a mask in district facilities. Students in grades Pre-K – K and some Special Education groups of students are not required to wear a mask but may do so at the discretion of their parents.
- Signs with the District Student Reporting Line number of 832.386.1091 will be posted at multiple locations in the building.

## Employee Health Protocols

- GPISD employees will be required to complete a daily self-assessment screening prior to entering a GPISD facility.
- All employees shall know, understand and practice methods to protect themselves and others from COVID-19 at work.
- All employees must practice social distancing, good hygiene and appropriate cleaning and disinfecting.
- All employees should monitor and ensure social distancing of themselves and students under their supervision, unless intervening in an emergency where an individual's safety is compromised.
- All employees will be required to wear a mask in district facilities.
- Signs with the District Employee Reporting Line number of 832.386.1090 will be posted at multiple locations on campuses.

## Visitors/Miscellaneous

- GPISD will restrict all visitors to schools to only those essential to school operations.
- Visitors will not be allowed to visit during lunchtime.
- Excluding the drop-off and pick-up times, before visitors are allowed onto campuses, campus staff must screen visitors for COVID-19 symptoms using the Raptor system.
- Essential meetings will be done by appointment or through a virtual format.
- To ensure the safety of students and staff, no outside food deliveries will be accepted.
- Until further notice, field trips will be postponed.
- Until further notice, there will be no large student assemblies.

## Face Covering

- Following state and local mandates, the use of non-medical grade face coverings will be enforced in all GPISD facilities and will be required for building access.
- Face coverings will be required for all GPISD staff.
- Face shields will NOT be used in the place of a face covering. Staff wearing face shields are expected to wear a face covering in addition to the face shield.

## Temperature Checks

Daily temperature checks of students and staff at all campuses will not be performed; however, each campus nurse has been provided with no-touch thermometers for screening symptomatic students and staff.

## Personal Protective Equipment (PPE)

- PPE includes but is not limited to face shields, gloves, gowns and shoe covers.
- As appropriate, staff will be provided with PPE to perform daily duties relative to interacting with students.
- Face shields will not be used in the place of a face covering. Staff wearing face shields are expected to wear a face covering in addition to the face shield.

## Health and Hygiene Practices

- Hand sanitizer stations will be located at various locations in each facility.
- Students and staff will be instructed in proper handwashing techniques.
- Campuses will have structured times for student handwashing.
- Students and staff will be instructed in proper health hygiene and disease transmission prevention measures.
- Signage for proper hygiene will be posted throughout the buildings.
- Shared drinking areas/water fountains will be closed.
- Students will be allowed to bring their own water bottles for individual use.
- Campuses will monitor restroom usage to minimize capacity.
- Staff should use gloves when sharing devices such as copy machines, etc.
- Staff should work to reduce and restrict student movement throughout the building as much as possible.
- Teachers should develop seating charts with assigned seats for all classes. Seating charts will prove very helpful for contact tracing when necessary.
- Campus safety plans will include adjusting teacher breakrooms and workrooms to limit close and prolonged contact of staff during the day.

## Nurse Office Procedures

- For safety measures due to COVID-19, clinic walk-ins will NOT be allowed.
- Teachers must contact the nurse by phone before sending a student to the clinic.
- Students should only be seen in the nurse's office for:
  - Administering medication
  - Scheduled medical procedures
  - Major incidents/injuries requiring first-aid
  - Illness
  - Other medical emergencies
- Basic First-Aid kits will be provided to all teachers for minor care of students.

## Contact Tracing

- GPISD will work with Harris County Public Health (HCPH) for contact tracing of any individual with a positive COVID-19 test.
- For contact tracing, the district will assume that an individual is infectious two (2) days prior to showing symptoms or two (2) days prior to an asymptomatic positive COVID-19 test.
- Reducing and restricting student movement in the building will be critical to the contact tracing process and reducing the spread of COVID-19.

## Isolation Plan

- An Isolation Room will be identified at each campus/facility.
- Any student or staff member with a temperature greater than or equal to 100 degrees and showing symptoms of COVID-19 will be treated as a possible positive case and will report to the designated isolation area.
- The ill person will remain isolated until released to go home with a parent or family member. Medical care will be provided if needed by a designated staff member.
- The monitoring staff member must perform hand hygiene and wear PPE for the duration of the isolation period.
- Campus administrator will immediately notify Assistant Superintendent of Student Support Services for any situations involving an isolated student or staff member.
- After the student or staff member is removed from the isolation area, it will be sanitized by GPISD Custodial Services wearing appropriate PPE.

## Exclusions and Closures

- Individual exclusions will occur anytime a student or staff member receives a positive COVID-19 test, is exposed to someone with a positive COVID-19 test or exhibits COVID-19 symptoms. The length of exclusions will depend upon the scenario and will follow CDC recommendations.
- Relocation of classes may occur in the event of a third-party COVID-19 situation. Relocation will consist of the class being moved to an alternate area and/or the room remaining unused for possibly 2 - 3 days following notification. Relocation of classes will be done as a preventive measure to allow for deep cleaning and sanitizing of a particular area.
- **School closures may be implemented for possibly 2 -3 days, if necessary, as a part of mitigation efforts to reduce internal transmission of COVID-19.** The closure will allow for deep cleaning and sanitizing of the entire facility. All non-exposed students and staff may return at the end of the closure if symptom-free upon determination by the school district and health authorities.
- A district closure may be implemented in the event there are COVID-19 cases at multiple GPISD facilities. If implemented, a district closure could possibly last from 10-14 days.

## Delivering Direct Student Support Services

School staff will need to be in close contact with students when they provide certain services within the school setting, including:

- Evaluation for service eligibility
- Screening for developmental or other health conditions
- Personal care services
- Specialized instruction and related services for students with special health care needs and disabilities

PPE must be used to reduce the risk of COVID-19 transmission during the provision of these and other services that require close, physical and prolonged contact.

## Providing Mental Health and Wellness Support Services

The COVID-19 pandemic is causing a tremendous amount of stress, fear and anxiety for many people. It's important that students, parents and staff have access to the mental health care resources they need to stay well during this challenging time. Our schools will play an important role in helping students and staff cope, access needed resources and build resilience.

GPISD has multiple resources available to assist in this effort including but not limited to the following staff members:

- Campus counselors and nurses
- Dr. Seretha Augustine, Senior Director for Student Support Services
- Dr. Karen Haynes, Director of Mental Health and Social Services
- Curby Rogers, Licensed Mental Health and Student Support Specialist
- Vanessa Squirrel, Director of School Culture
- Teresa Rainer, District Lead Nurse
- Legacy Clinics (GVE and NSSH)

District personnel should encourage staff, students and families to talk with people they trust about their feelings and concerns regarding COVID-19.

### **Resources for supporting mental health and wellness:**

- Mental Health Support <https://www.dshs.state.tx.us/coronavirus/mental-health.aspx>
- TexProtects - Champions for Safe Children <https://www.texprotects.org/familyguidetothrive/>
- Helping Children Cope <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/for-parents.html>

## Confidentiality

In accordance with the CDC, confidentiality refers to the duty of anyone entrusted with health information to keep that information private. If any staff member is provided COVID-19 related health information, he/she should immediately report this to the school administrator and call the District Reporting Line.



GPISD will only disclose COVID-19 health information as necessary to relevant staff members. Though students, staff and parents will be informed if they are directly impacted by a positive COVID-19 case or COVID-19 exposure, the identity of the individual in question will not be shared.

### Definitions

- **Close contact** – includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes without the use of a face covering or PPE.
- **Direct Case** – A person believed to be infectious due to testing positive for COVID-19.
- **Exclusion** – to remove an individual from entering a district facility and prohibit from participating in any district activities for a certain period of time.
- **Exposure Case** – A person believed to have been in close contact with an individual testing positive for COVID-19 or exhibiting COVID-19 symptoms.
- **Face covering** - meant to protect other people in case the wearer does not know they are infected. Types of allowable face coverings include: paper or disposable mask, cloth face mask, religious face covering. The covering should cover the nose and mouth completely.
- **Face shield** – a clear plastic barrier that covers the face that allows visibility of facial expressions and lip movements for speech perception.
- **Isolation** - used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.
- **Third-party case** – A person believed to have been in contact with an exposure case.
- **Quarantine** - used to keep someone who might have been exposed to COVID-19 away from others.

## COVID-19 SCENARIOS

### Individual is either lab-confirmed to have COVID-19 or is experiencing symptoms of COVID-19.

- The individual does not report to school/work or participate in other school activities and calls the appropriate District Reporting Line.
- The individual may return to campus after 10 days have passed from positive test result or symptom onset, the student has improvement in symptoms AND at least 72 hours have passed with no fever, without the use of fever-reducing medication.
- Students and staff MUST be seen by the school nurse before being readmitted.

### Individual reports experiencing one or more symptoms of COVID-19 during the school day.

- The individual will be sent to the campus isolation room.
- The campus will follow the Isolation Plan.
- Information will be reported to the appropriate District Reporting Line
- The individual may return to campus after 10 days have passed from positive test result or symptom onset, the student has improvement in symptoms AND at least 72 hours have passed with no fever, without the use of fever-reducing medication.
- Students and staff MUST be seen by the school nurse before being readmitted.

### Individual reports having prolonged close contact with someone who is lab-confirmed to have COVID-19.

- The individual does not report to school/work or participate in other school activities and calls the appropriate District Reporting Line.
- The individual should contact their primary care physician for guidance and remain home to monitor symptoms for 14 days.
- Students and staff MUST be seen by the school nurse before being readmitted.

### Individual reports someone in their home was exposed to someone who is lab-confirmed to have COVID-19.

- The individual may report to school/work as usual. This is considered as a third-party case and is not considered prolonged close contact as the contact is not someone who is lab-confirmed.

***For all cases, written notification will be provided to students, staff and parents with proper guidance, any exclusion information and District sanitation protocols as necessary.***

***Remote learning will be implemented for any excluded students.***

### For questions or concerns regarding the information in this document, please contact:

- Teresa Rainer, District Lead Nurse - 832.386.1171
- Dr. Mechelle Epps, Assistant Superintendent for Student Support Services - 832.386.1033

### To make a report using the District Reporting Lines, please call:

- District Employee Reporting Line – 832.386.1090 (7 days a week 5:00 a.m. – 10:00 p.m.)
- District Student Reporting Line – 832.386.1091 (Sunday – Friday 7:00 a.m. – 7:00 p.m.)